



**POSITION DESCRIPTION: Program Associate
(Full Time)**

Posting date: March 26, 2026

WHAT THIS IS: A unique opportunity to support and implement international exchange programming for Kansas City's premier international affairs organization. This role is central to the execution of high-impact global programs, working across logistics, participant experience, and organizational operations.

This position offers the opportunity to gain hands-on experience across multiple aspects of Global Ties KC's work, including program delivery, community engagement, and organizational growth.

WHO YOU ARE: A highly detail-oriented individual who thrives in a fast-paced, dynamic environment. You are energized by managing logistics, coordinating complex programs, and ensuring every detail is executed at a high level. You enjoy both independent work and collaboration, and you are excited to contribute to a mission-driven organization. You are organized, reliable, and able to juggle multiple priorities simultaneously. You take initiative, communicate clearly, and are comfortable stepping into new roles as needed. You believe in the power of international exchange and citizen diplomacy and want to play a role in making programs successful.

WHO WE ARE: Global Ties KC is a non-profit organization whose purpose is to improve global understanding and achieve peace through exchange programs between international visitors and citizens in our communities. Global Ties KC promotes citizen diplomacy by person-to-person contacts to help shape United States foreign relations "one handshake at a time." We bring hundreds of global leaders, students, and professionals to Kansas City each year, including business, non-profit, and government leaders from over 120 countries.

Position Title: Program Associate

Type of Position: Full-Time

Responsibilities and Position Overview:

The Program Associate plays a key role in the planning, coordination, and execution of international exchange programs. No two days are the same, and this role requires strong attention to detail and the ability to manage multiple moving pieces.

Program Coordination & Logistics

- Plan and implement program itineraries for international visitors and delegations
- Schedule professional meetings, site visits, and cultural activities
- Arrange transportation, accommodations, and hospitality
- Prepare detailed program materials, including itineraries and briefing documents
- Coordinate closely with partners, hosts, and stakeholders to ensure smooth program delivery

Program Implementation

- Support on-the-ground execution of programs, including participant management and troubleshooting
- Serve as a point of contact for visitors, ensuring a high-quality experience
- Track program budgets, expenses, and reporting requirements
- Maintain accurate and organized program files and data

Organizational Support

- Assist with website updates, data management, and internal systems
- Support communication efforts, including social media and storytelling
- Work collaboratively across the team on organizational priorities and special projects

Team Contribution

- Contribute to an “all hands on deck” team culture, supporting colleagues across programs and functions
- Step into new projects and responsibilities as organizational needs evolve

Applicants should understand that this role supports U.S. federally funded exchange programs, with a focus on an **America First** foreign policy framework with programming requiring alignment with program objectives and guidelines.

Required Skills and Attributes:

- Strong attention to detail and organizational skills
- Experience or interest in program coordination, logistics, or event planning
- Ability to manage multiple tasks and deadlines in a fast-paced environment
- Excellent written and oral communication skills
- Professionalism, reliability, and sound judgment
- Ability to work both independently and collaboratively
- Proficiency with Microsoft Office (Excel, Word, PowerPoint)

Work Environment

This is an in-person position, with workdays at the Historic Union Station in downtown KCMO. We host around 40 unique international exchanges a year. A large part of your role will be meeting these groups across the metro, taking photos and video clips and capturing the impact of exchanges. Occasional overtime/weekend hours are required during youth and conference programs.

Preferred Skills (Additional Weight in Evaluation):

Candidates with experience or interest in the following areas will receive additional consideration:

1. **Fundraising and Development**
 - Grant writing, donor engagement, or nonprofit development experience
 - Interest in supporting organizational sustainability and growth
2. **Marketing and Communications**
 - Social media management, content creation, or storytelling
 - Experience supporting outreach campaigns or digital communications
 - Experience in Canva, In-Design, and video editing platforms

Work Environment:

Global Ties KC operates in a hybrid environment; candidates must be available for in-person programming in Kansas City. Occasional evening and weekend hours are required during programs, along with potential travel.

Compensation:

Salary: **\$40,000 annually**, plus vacation and paid holidays

To Apply:

Please submit:

- A cover letter describing your interest and qualifications
- A current resume
- Three professional references

Please include a joke within the text of your email.

Submit applications via email to: [cbrooks@ globaltieskc.org](mailto:cbrooks@globaltieskc.org)

Only applications submitted per the above procedure will be accepted for review. Global Ties KC is an equal opportunity employer and is committed to a diverse and inclusive workplace.